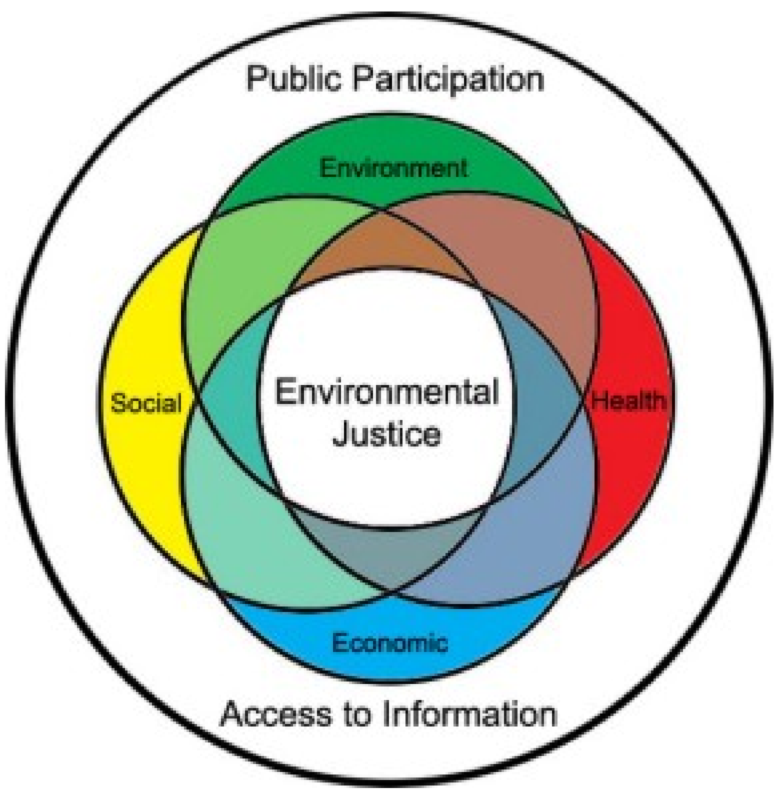
ENVIRONMENTAL JUSTICE COLLABORATIVE PROBLEM-SOLVING COOPERATIVE AGREEMENT PROGRAM

APPLICATION GUIDANCE
FY 2006



EPA's Commitment to Environmental Justice

On November 4, 2005, EPA Administrator Stephen L. Johnson issued a memorandum reaffirming EPA's commitment to environmental justice for all people, regardless of race, color, national origin, or income. This means not only protecting human health and the environment for everyone, but also ensuring that all people are treated fairly and are given the opportunity to participate meaningfully in the development, implementation, and enforcement of environmental laws, regulations, and policies.

In recognizing that minority and/or low-income communities frequently may be exposed disproportionately to environmental harms and risks, EPA works to protect these and other burdened communities from adverse human health and environmental effects of its programs, consistent with existing environmental and civil rights laws, and their implementing regulations, as well as Executive Order 12898 ("Federal Actions to Address Environmental Justice in Minority Populations and/or Low-Income Populations," Feb. 11, 1994).

The memorandum identified eight national environmental justice priorities and directed the integration of environmental justice considerations into EPA's planning and budgeting processes, including the Agency's Strategic Plan for Fiscal Years 2006-2011. This cooperative agreement program focuses on one of those eight priorities, which is the use of collaborative problem-solving to address local environmental and/or public health issues. The remaining priorities include: (1) reducing asthma attacks; (2) reducing exposure to air toxics; (3) increasing compliance with regulations; (4) reducing the incidence of elevated blood lead levels; (5) ensuring that fish and shellfish are safe to eat; (6) ensuring that water is safe to drink; and (7) revitalizing contaminated sites (please note that this Program cannot be used to fund Brownfields projects).

EPA will continue to fully implement its programs, policies, and activities to ensure that they do not adversely affect populations with critical environmental and/or public health issues, including minority and/or low-income communities.

OVERVIEW (OV) INFORMATION

AGENCY: **U. S. ENVIRONMENTAL PROTECTION AGENCY OFFICE OF ENVIRONMENTAL JUSTICE**

TITLE: **ENVIRONMENTAL JUSTICE COLLABORATIVE PROBLEM-SOLVING COOPERATIVE AGREEMENT PROGRAM**

TYPE: **INITIAL ANNOUNCEMENT**

FUNDING NO.: **EPA-OECA-OEJ-06-02**

CFDA NO: **66.306**

DATES: **ANNOUNCEMENT DATE: February 1, 2006**
CLOSING DATE: March 31, 2006

EXECUTIVE SUMMARY: The purpose of this notice is to solicit applications from eligible affected local community-based organizations for the U.S. Environmental Protection Agency (EPA) to provide financial assistance to those organizations through the Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program (EJ CPS) described in this notice. To be an eligible community-based organization you must fit the definition of an affected local community-based organization (LCBO) described below and must be working on, or planning to work on, a project that addresses a local environmental and/or public health issue within your affected community.

For the EJ CPS, the primary purpose of the project must be to address an existing local environmental and/or public health issue. Projects that focus on education and/or training will not be funded. Project may have some educational or training component, but they must be secondary to the overall purpose of the project.

DEFINITION: An "affected" local community-based organization is defined for this cooperative agreement program as an entity/organization that is: (1) located in the same area as the local environmental and/or public health issue that is described in the application and where the residents of the affected community reside; (2) focused primarily on addressing the local environmental and/or public health issues of the residents of the affected community; (3) comprised primarily of members of the affected community; (4) able to demonstrate that it is a non-profit organization through designation by the Internal Revenue Service as a Section 501(c)(3) non-profit organization; and (5) at the most basic level of the organizational hierarchy such as a grassroots group/neighborhood organization, that is not affiliated with a larger national, regional, or state organization. "Affected" is defined as being in the locale that is influenced or altered by the local environmental and/or public health issue.

An applicant must meet all of the above requirements and must explain how its organization fits each of those requirements in the application. The following entities are **not eligible** to receive federal funds under this cooperative agreement program:

- individuals;
- universities;
- state governments;
- local governments;

- tribal governments;
- water districts or similar entities;
- large non-governmental organizations, such as national environmental groups;
- environmental justice networks;
- churches;
- watershed protection organizations; and
- organizations that are not located in the affected communities where the projects are found.

The organization's primary purpose MUST be to assist the community in addressing local environmental and/or public health issues. Organizations that have previously been awarded funds under the EJ CPS Program in prior funding cycles are not eligible to apply for this cycle and subsequent funding cycles.

IS THE EJ CPS PROGRAM RIGHT FOR MY ORGANIZATION?

Before you read further into the RFA, it is important to first determine which program, the Environmental Justice Small Grants Program (EJSG) or the EJ CPS, you will be applying to. The Request for Applications (RFAs) for the EJ CPS and the EJSG are being released at the same time. Both the EJ CPS and the EJSG Programs promote the use of collaborative partnerships in addressing local environmental and/or public health issues; however, they are **very distinct**. You should only apply for one. Applying under a Program that is not suited for your organization or submitting an application that is inconsistent with a Program's objectives will likely result in **no award**. Therefore, it is imperative that you determine which Program you qualify for in advance.

For example, EJ CPS applicants are required to have **substantially completed** or have **built a foundation** in the first three elements identified below (see shaded area of the table), and they will be expected to further develop and expand on the other four elements throughout the life of the project (see Xs in the table below). Applicants for the EJ CPS will be expected to demonstrate how they have substantially completed or have built a foundation in the first three elements in the Workplan narrative write-up of the application. Applicants that fail to do so will likely receive a low score during the evaluation process. Applicants for the EJSG Program, on the other hand, are at the **beginning stages** of the first three elements (see shaded areas of the table), and they will be expected to further develop and expand on those elements throughout the life of the project (see Xs in the table below). Applicants for the EJSG Program will be asked to describe their plans for implementing the first three elements of the Collaborative Problem-Solving Model in the Workplan narrative write-up of the application.

Collaborative Problem-solving Model Elements	EJ CPS Program	EJSG Program
Issue Identification, Visioning, and Strategic Goal-Setting	X	X
Community Capacity-Building and Leadership Development	X	X
Development of Multi-stakeholder Partnerships	X	X
Consensus Building and Dispute Resolution	X	
Constructive Engagement with Other Stakeholders	X	
Sound Management and Implementation	X	
Evaluation	X	

Other important differences between the Programs include the following:

EJ SG	EJCPS
Grant – no substantial EPA involvement (Semi-quarterly Reports, some Programmatic Terms and Conditions)	***Cooperative Agreement*** – has substantial EPA involvement (Quarterly Reports, monthly conference calls, and additional Programmatic Terms and Conditions)
Partnerships – need to develop and implement a plan to build, maintain, and sustain partnerships	***Partnerships*** – must have established partnerships demonstrated through submission of three signed Memoranda of Agreement from different stakeholder groups
Project Purpose **-** to form collaborative partnerships, educate the community, develop a comprehensive understanding of the local environmental and/or public health issues, and identify ways to address these issues at the local level	***Project Purpose*** **-** to address an existing local environmental and/or public health issue. The project's focus cannot be education or training.
Project Performance Measures – must link project performance measures to the following OEJ Program Performance Measures: • Empowered Communities • Stakeholder Consensus	***Project Performance Measures*** – must link project performance measures to the following OEJ Program Performance Measures: • Empowered Communities • Stakeholder Consensus • Environmental Results • Sustainability

For more information about the EJSG and the EJ CPS Programs visit OEJ's Web site at: http://www.epa.gov/compliance/environmentaljustice/index.html.

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

A. Definition of Environmental Justice

EPA defines "environmental justice" as the ***fair treatment*** and ***meaningful involvement*** of all people regardless of race, color, national origin or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. ***Fair treatment*** means that no one group of people, including racial, ethnic, or socioeconomic groups, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal environmental programs and policies. ***Meaningful involvement*** means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected.

B. Background and Environmental Justice Collaborative Problem-Solving Model

In 2003, the Office of Environmental Justice initiated the first solicitation for the Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program. This is the second solicitation for applications under the EJ CPS Program. To find out about the latest information on the EJ CPS Program visit: http://www.epa.gov/compliance/environmentaljustice/grants/ej-cps-grants.html. This Web site provides a description of the current projects that have been awarded.

The purpose of the EJ CPS Program is for EPA to provide financial assistance to enable affected local community-based organizations (LCBO) to collaborate with other stakeholders (*e.g.,* industry, government, academia, etc.) to develop and implement locally-based solutions that will significantly address local environmental and/or public health issues. Because EPA requires substantial involvement and interaction between the applicant, OEJ, and the regions, these awards will be made in the form of cooperative agreements. To find out more about cooperative agreements, see Appendix G.

For the purposes of this EJ CPS Program, collaborative problem-solving is defined as an effort to bring together groups and resources (*e.g.,* information, labor, money) by three or more stakeholders to solve a set of problems that any single entity cannot solve individually. Collaborative problem-solving builds upon existing community understanding to establish and maintain partnerships capable of producing meaningful environmental and/or public health results.

To provide a systematic approach towards collaborative problem-solving, OEJ has developed a Collaborative Problem-Solving Model (Model). Such a Model is intended to assist disproportionately affected communities in developing proactive, strategic, and visionary approaches to address their environmental justice issues and achieve community health and sustainability.

A key starting point for any collaborative problem-solving project is the identification of an environmental and/or public issue and the community's leadership in formulating goals (*e.g.,* diesel reduction, lead abatement, land use changes, pollution prevention, implementation of fish advisories, hazardous waste, emissions reduction, risk reduction, community cleanups, or compliance with local environmental and/or public health regulations, etc.). Collaborative problem-solving involves the establishment and maintenance of partnerships between and among other stakeholders and the affected community to address the community's local environmental and/or public health issues. These partnerships include, but are not limited to the following:

- other local community-based non-profit organizations;
- local, regional, and national environmental non-profit organizations;
- state, local, and tribal governments;
- federal government agencies;
- health care providers;
- faith-based organizations and local churches;
- philanthropic organizations;
- civic organizations;
- local economic and/or community development corporations/organizations;
- educational institutions (*e.g.* schools, colleges, and universities);
- state, local, and tribal government's environmental regulatory agencies;
- state, local, and tribal government's public health agencies;
- business and industry;
- elected officials; and
- labor and professional organizations.

Collaborative problem-solving also involves developing and implementing a well-designed strategic plan to achieve results on the local environmental and/or public health issue and to sustain the partnership. A set of seven elements that should be performed in a proactive, strategic, ongoing, iterative, and ever-broadening manner lies at the core of the Model. Therefore, in order to qualify for funding under the EJ CPS Program, you must address how you plan to utilize the following seven elements of the Model:

1. Issue Identification, Visioning, and Strategic Goal-Setting;
2. Community Capacity-Building and Leadership Development;
3. Development of Multi-Stakeholder Partnerships and Leveraging of Resources;
4. Consensus Building and Dispute Resolution;
5. Constructive Engagement with Other Stakeholders;
6. Sound Management and Implementation; and
7. Evaluation

1. Issue Identification, Visioning, and Strategic Goal-Setting: Situations where community residents are exposed disproportionately to environmental harms and risks invariably involve complex issues. Therefore, community-based organizations must think strategically to ensure that limited resources are mobilized toward a common goal. Involving the broader community in this direction-setting activity usually leads to greater clarity in setting goals, establishing common understanding and trust, and honing the ability to act collectively. Strategic goals should not only address the problem but also lead to greater community capacity, viability of partnerships, and leveraging of resources.

2. Community Capacity-Building and Leadership Development: Empowerment of communities, *i.e.*, ownership and control of their own endeavors and destinies, lies at the heart of the process. "Capacity-building" refers to mechanisms that provide community-based organizations with information, skills, and tools to solve problems and, thus, more effectively achieve the community's goals. These mechanisms may involve better documentation and assessment of an issue, use of consensus building, and alternative dispute resolution. Leadership skills refers to strategic thinking, management processes, effective communications, and the ability to build trust and partnerships across stakeholder groups.

3. Development of Multi-stakeholder Partnerships and Leveraging Resources: Partnerships should advance the interests of the community, either in the short-term or long-term. They may serve as the vehicle by which different groups examine a problem together, leverage resources, or achieve a mutually agreed upon goal. Small-scale partnerships with limited capacity that focus on easily obtainable goals can lead to larger-scale partnerships capable of addressing more far-reaching and complex challenges.

4. Consensus Building and Dispute Resolution: Consensus building is the process of creating agreement among competing interests. It represents an ongoing process that generally begins "pre-negotiation," prior to the visioning and goal setting steps. Consensus building is used not only to reach agreements, but also to bring stakeholders together initially and create the relationships that form the basis for future discussions. When agreements cannot be reached, dispute resolution is used to work through conflicts between parties and can include both adjudicative (*e.g.,* litigation or arbitration) and consensual (*e.g.,* mediation or negotiation) processes to attempt to reach agreement.

5. Constructive Engagement with Other Stakeholders: Other stakeholder groups can provide necessary statutory authority, make regulatory decisions, provide technical assistance and resources, and help ensure that all relevant stakeholders come to the table. It is important that community organizations seeking to resolve an issue formulate a clear strategy to engage government agencies at the local, state, tribal, and/or federal levels.

6. Sound Management and Implementation: Realizing a vision to address identified issues requires attention to three major areas: (1) action plans, which should include clear objectives, timelines, and delegations of responsibilities; (2) management plans, which should ensure proper communication, coordination, and utilization of resources; and (3) partnership design, which addresses the convening processes, the role of lead organizations, planning for regular meetings, and understanding ways to increase the capacity of partner organizations. Plans to address these areas should be formulated and executed in ways that build upon the unique assets and challenges of specific communities and stakeholder partners. All partners must articulate and follow through on commitments for the project in order to: (1) address the identified issue thoroughly; (2) strengthen and maintain the partnerships; and (3) realize the shared goals.

7. Evaluation: Programs and projects that initially include an evaluation framework and strategy are usually stronger projects with a clearer idea of vision, understanding of context and issues to be addressed, and a project's underlying assumptions and theory of change. In addition, evaluation while conducting a project can enable the participants to proactively identify opportunities and deficiencies and make adjustments as early as possible. Formulating a plan for evaluating one's work represents an important element of success, because it will keep the project implementation plan on course and allow for greater clarity of lessons learned. Lessons learned must be shared with the affected community residents, and other communities, and stakeholders so that best practices can be replicated broadly.

C. Workplan

The Workplan is one of the most important components of the application package because it establishes important aspects of the project, such as the project's goals, activities, and commitments. A Workplan is much stronger when it is more focused and succinct, compared to a Workplan that tries to address too many issues. It is preferred that the applicant select one, and in some situations not more than two, specific issues with defined and measurable results to address and develop well-articulated strategies that will demonstrate how the applicant proposes to address the local environmental and/or public health issue within the community. Simplicity in all areas of the Workplan is encouraged. For example, it is better to have at least three strong and meaningful partnerships rather than having a list of many partners with whom the community-based organization has limited contact and association. The Workplan should do the following:

- Identify the local environmental and/or public health issue of concern and describe how your project proposes to address the issue;
- Identify the problem-solving strategy that you plan to employ that will get you to the intended outcome;
- Describe how you intend to track the performance of your project through the development of performance measures;
- Discuss how the concepts of the Collaborative Problem-Solving Model are, or plan to be, incorporated into the project's activities; and
- Explain why your organization and the Project Manager are well qualified to undertake this project.

D. Qualified Environmental Statutes

The EJ CPS Program is designed for **multi-media environmental and/or public health issues**. For this reason, each project must include activities which are authorized by **two or more** of the following federal environmental statutes. If two or more statutes are not identified in the Workplan as required, the application will not be evaluated or ranked.

1. Clean Water Act, Section 104(b) (3): conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.

2. Safe Drinking Water Act, Section 1442(c)(3)(C): develop and expand the capability to carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.

3. Solid Waste Disposal Act, Section 8001(a): conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, public education programs, and studies relating to solid waste (*e.g.*, health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).

4. ***Clean Air Act***, Section 103(b) (3): conduct research, investigations, experiments, demonstration projects, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.

5. ***Toxic Substances Control Act***, Section 10(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on toxic substances.

6. ***Federal Insecticide, Fungicide, and Rodenticide Act*****,** Section 20(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on pesticides.

7. ***Marine Protection, Research, and Sanctuaries Act***, Section 203: conduct research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

PLEASE NOTE: *Applications for proposed projects that are inconsistent with the above stated EPA statutory authorities or goals of the program are ineligible for funding and will not be reviewed and scored.*

E. Linking the Project's Performance Measures to Agency's Strategic Goals

1. Project Performance Measures (Output and Outcomes)

"Outputs" are generally activities, efforts, and/or associated work products (*e.g.,* training brochure, community forum) that are produced from your project. "Outcomes" are results, benefits, or impacts that result from your project over time. Outcomes may be environmental, behavioral, health-related or programmatic in nature, and must be quantitative. Outcomes may not necessarily be achievable within an assistance funding period. Articulating clear outputs and outcomes for your project helps you to track your performance during the lifetime of the project and also helps to assess the success of your project at the end of the cooperative agreement period. These outputs and outcomes will be the basis for your Project Performance Measures.

In addition, output and outcome measures help gauge the effectiveness of EPA's programs by ensuring that EPA's limited resources are used to further the Agency's Strategic Goals. Strategic Goal 4, within which environmental justice is located, is divided into the following objective and sub-objective:

> Goal 4: Healthy Communities and Ecosystems
> Objective 4.2: Communities
> Sub-objective 4.2.2: Restore Community Health

Therefore, an applicant must develop Project Performance Measures (using outputs and outcomes) that will demonstrate how the project will result in healthy communities and ecosystems. Because the purpose of the EJ CPS Program is to utilize the Model to address an identified local environmental and/or public issue within the applicant's affected community, the nature of the projects and the strategies to address the local environmental and/or public health issue will vary from project to project (*e.g.,* diesel reduction, lead abatement, land use changes, pollution prevention, implementation of fish advisories, hazardous waste, emissions reduction, risk reduction, community cleanups, or compliance with local environmental and/or public health regulations, etc.). Although project activities will likely vary depending on the community and the intended goal of the project, ALL applicants must link their projects to the Agency's Strategic Goal 4 by addressing the following:

a. *Empowered Communities:* Your output and outcomes measures must demonstrate how your project will result in an increase in the community's understanding of the local environmental and/or public health issue and improvements in the community's capacity to address them.

Anticipated outputs include, but are not limited to:

- ✓ Initial description of the local environmental and/or public health issue
- ✓ The number of multi-stakeholder meetings convened

Anticipated outcomes include, but are not limited to:

- ✓ Improvement in the community's ability to collaborate with multiple stakeholders leading to solutions to the local environmental and/or public health issue
- ✓ Improvement in the community's awareness of the environmental and/or public health condition

b. *Stakeholder Consensus:* Your output and outcome measures must demonstrate how your project will help facilitate collaboration, information exchange, and resolution of differences between and among all the identified stakeholders.

Anticipated outputs include, but are not limited to:

- ✓ Development of a technique to ensure that all stakeholders reach consensus during stakeholder meetings

Anticipated outcomes include, but are not limited to:

- ✓ Improvement in the relationships between community residents and other stakeholders

c. *Environmental Results:* Your output and outcome measures must demonstrate how your project will lead to an improvement in the local environmental and/or public health condition in your affected community. It is encouraged that you formulate your project around one of the national environmental justice priorities (see inside front cover, "EPA's Commitment to Environmental Justice"). The EJ CPS Program's main focus is already one of those eight priorities, which is the use of collaborative problem-solving to address local environmental and/or public health issues. The remaining priorities include: (1) reducing asthma attacks; (2) reducing exposure to air toxics; (3) increasing compliance with regulations; (4) reducing the incidence of elevated blood lead levels; (5) ensuring that fish and shellfish are safe to eat; (6) ensuring that water is safe to drink; and (7) revitalizing contaminated sites (please note that this Program cannot be used to fund Brownfields projects). Possible project topics that fall within the national priorities include, but are not limited to: diesel reduction, lead abatement, land use changes, pollution prevention, implementation of fish advisories, hazardous waste, emissions reduction, risk reduction, community cleanups, or compliance with local environmental and/or public health regulations, etc.

Each project will be different, so you should develop outputs and outcomes based on the unique circumstances of the local environmental and/or public health issue within your affected community. However, you may want to consider some of the possible output and outcome measures below in helping you to formulate your own.

Anticipated outputs include, but are not limited to:

- ✓ The number of residents participating in a local mold remediation program to decrease the incidence of asthma from poor in-door air quality
- ✓ The number of bus fleets that join a voluntary diesel retro-fit program
- ✓ The number of community residents who dispose solid waste in designated waste disposal sites
- ✓ The number of residential homes that undergo lead abatement
- ✓ The number of residents who fish only on "Safe for Fishing" advisory days
- ✓ Development and implementation of best management practices to reduce water pollution

Anticipated outcomes include, but are not limited to:

- ✓ Reduction in the number of children who miss classes due to asthma attacks
- ✓ Reduction in the volume of diesel buses routed through the community
- ✓ Increase in the number of residents who dispose of solid waste in compliance with city regulations
- ✓ Reduction in the number of homes within the community with elevated lead levels
- ✓ Reduction in the number of residents who eat contaminated fish and shellfish
- ✓ Improvement in the community's water quality

d. *Sustainability:* Your output and outcome measures must demonstrate how you plan to ensure that specific results are sustained and that communities have the capacity to address future problems, as necessary.

Anticipated outputs include, but are not limited to:

- ✓ Sustained results in the local environmental and/or public health condition
- ✓ Sustained empowerment of the community to continue addressing the local environmental and/or public health issue

Anticipated outcomes include, but are not limited to:

- ✓ Community capacity to initiate collaborative problem-solving in the future, independent of EPA support
- ✓ Community capacity to address future disproportionate exposures

2. Ranking Criteria for Project Performance Measures

Applicants will be evaluated on their ability: (1) to develop a strategy for refining or substantiating baseline data; and (2) to develop clearly articulated Project Performance Measures. See Section V. A. 2 under Ranking Criteria.

a. Develop a strategy for refining or substantiating baseline data

"Baseline" is generally understood to mean "a line serving as a basis, as for measurement, calculation, or location." In other words, it is a measurement, calculation, or location used as a basis for comparison. Baseline data, related to observed, environmental and/or public health impacts, potential risks and vulnerabilities, and the perceived levels of concerns of the community's residents, are the basic information gathered **before** this project begins to address the current conditions of the local environmental and/or public health issue identified for this project. These data are to be used later in the project to provide a comparison for assessing the project's impact. A well-planned project is based on readily available information that gives you an understanding of the current situation and a realistic prediction of proposed outcomes. You are **NOT** being asked to submit baseline data, but rather to develop a strategy for refining or substantiating your initial baseline data. Since you should already have some form of baseline data, then a description of the data and how it is planned to be used is required. Once you are selected for funding, you will need to implement your strategy within the first six months of your project award date to refine or substantiate your initial baseline data. Baseline data need not be peer reviewed scientific data but must be obtained using reasonable methods or already accepted professional protocols. The Project Performance Measures that you develop will be measured against the baseline data you collect. **EPA funds cannot be used for surveys or survey development.** However, baseline data can be obtained through other means such as conducting a literature search, obtaining secondary data, utilizing data collected by third-parties (*e.g.,* partners), etc.

b. Develop Clearly Articulated Project Performance Measures

You must address the following in developing your Project Performance Measures:

- *Resources/Inputs*: What resources are you and your partners putting forward to further the project's goals? Resources may include, but are not limited to, staff time, in-kind contributions, and other monetary contributions, etc.
- *Activities:* What activities will you and your partners conduct under your Workplan?
- *Outputs and Outcomes:* Describe the outputs and outcomes that will result from your project under the following categories (See Section I. E. 1 above):
    - Empowered Communities
    - Stakeholder Consensus
    - Environmental Results
    - Sustainability

Outputs should be articulated as activities, efforts, and/or associated work products that will be produced through this project.

Outcomes should be articulated as benefits, or impacts that your project is expected to produce over time. Outcomes should be discussed in terms of short-term (changes in awareness), intermediate (changes in behavior, practices, decisions) and long-term (changes in local environmental and/or public health conditions).

- *External Influences:* Describe the external influences that may impact the success of your project. These external influences may negatively or positively impact your project.

See Appendix B for an example of Project Performance Measures. Appendix A contains a Logic Model Template to assist you in developing your Project Performance Measures. A Logic Model is simply a tool that helps you diagram the processes for your project.

F. Partnerships

Establishing partnerships from a wide array of different stakeholders, as described earlier in Section I. B is a necessary component of collaborative problem-solving. You are required to have, at a minimum, three signed Memoranda of Agreement from three different stakeholder groups. You will also receive points in the Ranking Criteria for your ability to describe your partnership structure and how these three partners fit in. However, in establishing partnerships for your project, you should be aware of your responsibilities under the applicable grant regulations if your project is awarded.

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward, or subgrant, procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants **MUST** compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement to acquire commercial services or products to carry out its cooperative agreement. For-profit organizations are not eligible subgrant recipients under this announcement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

SECTION II – AWARD INFORMATION

A. Funding Availability and Project Period

All awards will be made in the form of a Federal cooperative agreement in the amount of $100,000.00. One award will be made per region. All awards will be fully funded at the time of award. All projects must have a project period of 3 years.

B. Number of Anticipated Awards

OEJ anticipates awarding at least one cooperative agreement in each of EPA's ten regions, subject to the availability of funds and the quality of the applications submitted. OEJ reserves the right to reject all applications and make no awards under this announcement.

SECTION III – ELIGIBILITY INFORMATION

A. Eligible Applicants Based on Applicable CFDA

The applicable Catalog of Federal Domestic Assistance (CFDA) for this program is 66.306. Assistance under this program is only available to following types of applicants:

An "affected" local community-based organization is defined for this cooperative agreement program as an entity/organization that is: (1) located in the same area as the local environmental and/or public health issue that is described in the application and where the residents of the affected community reside; (2) focused primarily on addressing the local environmental and/or public health issues of the residents of the affected community; (3) comprised primarily of members of the affected community; (4) able to demonstrate that it is a non-profit organization through designation by the Internal Revenue Service as a Section 501(c)(3) non-profit organization; and (5) at the most basic level of the organizational hierarchy, such as a grassroots group/neighborhood organization, that is not affiliated with a larger national, regional, or state organization. "Affected" is defined as being in the locale that is influenced or altered by the local environmental and/or public health issue.

An applicant must meet all of the above requirements and must explain how its organization fits each of those requirements in the application. The following entities are **<u>not eligible</u>** to receive federal funds under this cooperative agreement program:

- individuals;
- universities;
- state governments;
- local governments;
- tribal governments;
- water districts or similar entities;
- large non-governmental organizations, such as national environmental groups;
- environmental justice networks;
- churches;
- watershed protection organizations; and
- organizations that are not located in the affected communities where the projects are found.

The organization's primary purpose MUST be to assist the community in addressing local environmental and/or public health issues. Organizations that have been awarded a cooperative agreement under the EJ CPS Program in prior funding cycles will not be eligible to apply for this and subsequent funding cycles.

B. Threshold Eligibility Criteria

Before an application is scored by the Review Panel, it must have satisfied the six conditions below:

1. Project Purpose Statement: The project's primary purpose must be to address an existing local environmental and/or public health issue of the community. The project's focus cannot be education or training. You must clearly state the project's purpose under "Project Title and Project Purpose Statement" in Section IV. B. 2. a. The Threshold Reviewers will review this section to determine if your project's primary purpose meets the Threshold Eligibility Criteria. If the Threshold Reviewers determine that the project's primary purpose is education or training, the project will not be evaluated or scored.

2. Partnerships: You must have established, existing partnerships demonstrated through submission of three or more signed Memoranda of Agreement from three different stakeholder groups (see Section IV. B. 3. f).

3. Applicant Eligibility: You must be an affected local community-based organization as defined in Section III. A. You must demonstrate that you are an eligible applicant under "Applicant Information" in Section IV. B. 2. c. The Threshold Reviewers will determine if your organization meets the definition of affected local community-based organization. If the Threshold Reviewers determine that your organization does not qualify as an affected local community-based organization, your application will not be reviewed or scored.

4. All Required Items are Included: You must include all required items under Section IV. B, which includes all items under: (1) Application Forms and Information; (2) Workplan; and (3) Other Information.

5. Qualified Environmental Statutes: You must list two or more qualified environmental statutes under Section IV. B. 2. g. See Section I. D for more information on the requirements for environmental statutes.

6. Collaborative Problem-Solving Model Elements: You must address how you plan to utilize **ALL of the seven elements** of the Model under Section IV. B. 2. h of the Workplan.

C. Cost-sharing or Matching Funds

Cost-sharing or matching is not required as a condition of eligibility or, otherwise, for applications selected for award. Applicants should not include any information on other funding sources in the budget, and the budget must total exactly $100,000.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

You can request an application by filling out the request form at EPA's Web site: http://www.epa.gov/ogd/grants/how_to_apply.htm. Potential applicants may request a paper copy of the application from the Agency contact listed in Section VII of this announcement. Applicants can also acquire necessary forms at: http://www.epa.gov/ogd/forms/forms.htm.

B. Content and Form of Application Submission

No matter what mode of submission, applications MUST include the following required items: (1) the "Application Forms and Information" with all required fields completed; (2) the "Workplan" which outlines the purpose of your project and includes all the required components in the Workplan, and (3) "Other Information." One original plus 2 copies is requested for hardcopy submissions. Applications submitted electronically through www.grants.gov do not require 2 copies.

1. Application Forms and Information:

a. SF-424 APPLICATION FOR FEDERAL ASSISTANCE, with original signature. The official form is required for all Federal cooperative agreements. It requests basic information about the applicant and the proposed project (See Appendix F). All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B Web site at: http://www.dnb.com.

b. SF-424 A, Budget by categories and indirect cost rate. Only include a breakdown for the $100,000 requested under this cooperative agreement. Budget figures/projections should track your Workplan.

c. KEY CONTACTS LIST (See Appendix F).

2. Workplan:

A Workplan is much stronger when it is more focused and succinct, compared to a Workplan that tries to address too many issues. It is preferred that the applicant select one, and in some situations not more than two, specific issues with defined and measurable results to address and develop well-articulated strategies that will demonstrate how the applicant proposes to address the local environmental and/or public health issue within the community.

The Workplan should not to exceed 15 typewritten pages. If the application exceeds 15 pages, only the first 15 pages of the Workplan will be reviewed and scored. The pages of the Workplan should be letter size (8 ½ X 11 inches), with normal type size (10 or 12 characters per inch), and at least 1" margins. There will be no penalty for using a different page size or font type, but it is **strongly discouraged**. Do not use spiral binding, separation tabs, or plastic covers. You may bind your paperwork with a staple***. Do not include videos or DVDs.***

The Workplan must contain the following components and must be identified by the headings in the exact order as listed below:

a. Project Title and Project Purpose Statement. You are encouraged to develop a project around one of the national environmental justice priorities (see inside front cover, "EPA's Commitment to Environmental Justice"). Give a title for your project and provide a summary description of the proposed project, its intended outcome, and the problem-solving strategy you will employ (*e.g.*, diesel reduction, lead abatement, land use changes, pollution prevention, implementation of fish advisories, hazardous waste, emissions reduction, risk reduction, community cleanups, compliance with local environmental and/or public health regulations, etc.). Your project **WILL NOT** be reviewed and scored if the project's primary purpose is education and/or training. The project's primary purpose must be to address an existing local environmental and/or public health issue of the community. Threshold Reviewers will review this section to determine if the project's primary purpose is to address an existing local environmental and/or public health issue.

b. Past Performance in Reporting on Outputs and Outcomes. Please list any Federal or non-Federal agreements of similar size, scope, and relevance to the proposed project performed within the past 5 years. List the grant or cooperative agreement number, title of the project, the amount of funding, funding agency or organization, and point-of-contact. Describe how you have documented and/or reported on progress towards achieving the expected outputs and outcomes under prior and/or current assistance agreements. If you did not make any progress towards achieving the expected outputs and outcomes, describe whether you have documentation and/or reports satisfactorily explaining why.

c. Applicant Information. (1) Provide an overview of your organization, its mission, and related experience; (2) Describe how your organization is an affected local community-based organization as defined in Section III. A. The Threshold Reviewers will review this section to determine if your organization qualifies as an affected local community-based organization.

d. Organizational Capacity and Programmatic Capability. Describe other projects that have been successfully managed, or organizational features and controls that will help ensure that the project can be effectively managed and successfully completed. The applicant must describe and provide substantiation of its ability to manage a project such as the one proposed. Please also describe the system(s) that will be used to appropriately manage, expend, and account for federal funds. If the applicant is, or has been, a recipient of an EPA and/or other Federal grant/cooperative agreement in the last 5 years, the applicant must provide information regarding compliance reporting measures, and annual financial status reporting. Please also describe how the applicant and the Principal Investigator/Project Manager has led the process of developing this proposal and what systems and procedures the applicant will use to ensure that it will lead the project.

e. Community and Environmental and/or Public Health Information. Describe: (1) the local environmental and/or public health issue that you seek to address; (2) the local environmental and/or public health results your project seeks to achieve; (3) the community that your organization resides and serves in; (4) the extent to which this local environmental and/or public health issue impacts economically disadvantaged and **underserved** communities and/or vulnerable communities and populations (*i.e*. pregnant women, elderly, and children); and (5) how the impacted community will benefit from your project's intended local environmental and/or public health results. You must include relevant information such as demographics, geographic location, maps, community history, and assets.

f. Project Performance Measures. Describe your strategy for refining or substantiating baseline data from which you will measure your Project Performance Measures. Describe the process for developing Project Performance Measures by listing all resources, activities, outputs, outcomes, and external influences associated with your project. A Logic Model template is available in Appendix A to assist you in developing your Project Performance Measures. In addition, an example of a hypothetical project using the Logic Model is available in Appendix B. **<u>You should refer back to Section I. E to properly develop your Project Performance Measures.</u>**

g. Qualified Environmental Statutes. List the qualified environmental statutes that are relevant to your project and explain how they are tied to the local environmental and/or public health issue in your community. Threshold Reviewers will review this section to ensure that two qualified environmental statutes are listed and that they link to your proposed project.

h. Project Description. The Project Description demonstrates how well you have incorporated the concepts of the Collaborative Problem-Solving Model into your Workplan.

Collaborative problem-solving involves developing and implementing a well-designed strategic plan to achieve local environmental and/or public health results, and to sustain partnerships. This may be accomplished by utilizing the seven elements of the Model which include:

1. Issue Identification, Visioning, and Strategic Goal-Setting;
2. Community Capacity-Building and Leadership Development;
3. Development of Multi-Stakeholder Partnerships and Leveraging of Resources;
4. Consensus Building and Dispute Resolution;
5. Constructive Engagement with Other Stakeholders;
6. Sound Management and Implementation; and
7. Evaluation

As this is an iterative process, work related to all of these steps will be continued, repeated, strengthened, and incorporated into a holistic, ongoing process. An LCBO just beginning this process will be more suited for the Environmental Justice Small Grants Program (see "Overview Information" to see if the EJSG Program is better suited for you).

If you determine that the EJ CPS is the program for you, please describe in detail the following:

i. Issue Identification, Visioning, and Strategic Goal-Setting

(1) The narrative MUST demonstrate how you have identified the local environmental and/or public health issue of concern by addressing the following:

Describe how the LCBO decided upon the local environmental and/or public health issue that it seeks to address. It should describe the process (*e.g.,* door-to-door visits, focus groups, community meetings) and the information (*e.g.,* scientific and/or community studies, reports, planning documents) that were used to arrive at this issue. Describe the process the LCBO used to identify groups that can assist you in addressing the issue of concern. Describe the activities the project will undertake to further refine your understanding of this issue.

(2) The narrative MUST demonstrate how you have envisioned solutions, set goals, developed problem-solving strategies and implementation plans by addressing the following:

Describe the process you used to envision solutions, set goals and develop the problem-solving strategies to achieve those solutions. Describe the larger longer-term vision of the community and how your project goals fit into this vision. Describe the problem-solving strategy envisioned in terms of the project's outputs (what is done) and outcomes (the results of the action).

ii. Community Capacity-Building and Leadership Development

(1) The narrative MUST demonstrate how you have built community capacity and leadership development through educating and involving the community by addressing the following:

Describe the efforts taken thus far to provide information to the community regarding the identification of the local environmental and/or public health issue of concern. Describe the nature and level of understanding among community residents regarding the issue. Describe how the community has become involved in the development and planned implementation of this project. Describe future activities to further educate and involve the community in addressing the issue of concern. In particular, describe the mechanisms and procedures to involve impacted community residents in the development and implementation of solutions and strategies to achieve those solutions. Describe barriers to education and meaningful involvement of impacted community residents that you have encountered and how you intend to address them.

iii. Development of Multi-Stakeholder Partnerships and Leveraging of Resources

(1) The narrative MUST demonstrate how you have formed your multi-stakeholder partnership to address the local environmental and/or public health issue by addressing the following:

Describe the purpose of the partnership you have created to address the identified local environmental and/or public health issue. Describe the partnership's history, particularly the processes used to identify partners, and to establish and lead this partnership. Describe any training on partnership development and your operating procedures with your partners that you have or plan to conduct. In addition, explain how the partnership is connected to the community in which the project is located. The proposal should identify each partner, describe the nature of the organization, what resources it brings to the partnership, how it has a vested interest in working with this partnership [other than just getting income], what role it will play, commitments made, and specific activities it will be responsible for. These partners should be the signors of your Memoranda of Agreement.

(2) The narrative MUST demonstrate how you plan to leverage resources by addressing the following:

Describe how the project will lead to an ongoing ability to leverage resources so that your organization can continue to address this and other environmental and/or public issues well after the completion of this cooperative agreement. Describe how you plan to identify potential sources for such resources. Resources are not limited to monetary resources (*e.g.* grants, donations), but can include intellectual capital *(e.g.,* scientific expertise, technical knowledge), volunteer and staff time, and other non-monetary resources.

iv. Consensus Building and Dispute Resolution

(1) The narrative MUST describe how you plan to build stakeholder consensus and work through differences by addressing the following:

Describe your plans to build consensus around your goals with the community and among key parties [both inside and outside your partnership]. Describe plans, if any, to negotiate agreements with key parties or bring about decisions by key parties to further your project goals. Describe how these agreements/decisions pertain to your problem-solving strategy and achieve your project goals.

v. Constructive Engagement with Other Stakeholders

(1) The narrative MUST demonstrate how you plan to engage all other relevant stakeholders; including government, industry, academia, etc.

Describe your plans to further engage key stakeholders and recruit new partners (*e.g.,* government, industry, academia, non-governmental organizations, etc.) that are key to making decisions, taking actions, implementing programs, and/or contributing resources (financial, technical, legal, policy, etc.) to achieving your project goals.

vi. Sound Management and Implementation

(1) The narrative MUST demonstrate how you plan to implement problem-solving strategies/solutions by addressing the following:

Provide, in detail, your implementation strategy that includes tasks and milestones, the identification and description of each responsible party, and the tasks each party is responsible for. Describe the governance/management systems your partnership will use to coordinate tasks, ensure dialogue, strengthen relationships, and build capacity.

vii. Evaluation

1) <u>The narrative MUST describe how your use of Project Performance Measures will be used as an evaluation tool by addressing the following:</u>

Describe how you plan to use the Project Performance Measures (developed in Section f of the "Workplan") to: (1) strengthen project conception, planning, and implementation from the outset of the project; (2) evaluate the project during the lifetime of the cooperative agreement to keep the project implementation plan on course and to proactively identify opportunities and deficiencies and make necessarily adjustments to the project as early as possible; and (3) evaluate the project at the end of the cooperative agreement by determining whether or not you have met all identified targets and milestones. You should also describe how lessons learned will be developed through this process and how they will be shared with the community so that replication of best practices is possible.

3. Other Information (as Attachments):

a. Activity Timeline. Provide a timeline in table format for your implementation targets. This section should simply summarize the key activities you plan to conduct throughout the three-year project period. For example, if you are going to conduct a water sample collection exercise, specify the major dates for that activity. See a sample of an Activity Timeline Table in Appendix D.

b. Qualifications of the Principal Investigator or Project Manager (PI/PM). You must include a separate narrative (not to exceed one page) that describes why the PI/PM is qualified to undertake the project. Describe: (1) how the PI/PM has ties to the community, and (2) past activities that the PI/PM has worked on with the community.

c. Quality Assurance Project Plan (QAPP) Information. Indicate, in one page or less, whether you believe that your project will involve the use of existing environmental data or the collection of new data. In either case, you will be required to create a Quality Assurance Project Plan. Please refer to Appendix E to assist you in determining whether or not you need a QAPP.

d. Detailed Budget. You must include a detailed budget breakdown that shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs. All costs must be itemized (see Appendix C). Your budget should be broken down for each year of your project. Your budget will be evaluated on the reasonableness of the costs and how the budget relates to the activities in your Workplan. Funds cannot be used for litigation against the federal government or any other government entity, construction, lobbying, matching funds for other federal grants, travel for federal employees, survey development, survey taking or for human health surveys. If your project will involve environmental data collection or use of secondary data (see Section VI. C. 1), the costs of developing a Quality Assurance Project Plan must be included in your budget.

e. Resumes of the Principal Investigator or Project Manager (PI/PM) and Other Key Personnel. You must attach a resume of the PI/PM and any other key personnel named on the 'Key Contacts List.'

f. Memoranda of Agreement (MOA). This document is an agreement between the applicant and **<u>each</u>** organization partnering with the applicant to conduct the project. The purpose is to explain the roles and responsibilities of the signors. For your application to be reviewed and scored, you must have at least three signed MOAs in your application, and **they must be from different stakeholder groups**. For example, if you submit three, signed MOAs, but the partner organizations are all local government entities, you will not meet the Threshold Eligibility Criteria. Threshold Reviewers will determine whether the application contains at least three signed MOAs from three different stakeholder groups. At a minimum, each MOA should include the following:

i. Names of the parties executing the MOA;
ii. Roles and responsibilities of each signor;
iii. Location of the project (*e.g.,* urban, rural, river valley);
iv. Target audience (*e.g.*, ethnic focus, low-income);
v. Purpose of the agreement;
vi. Duration of the agreement; and
vii. Signatures of the parties to the agreement (applicant and one partner per MOA).

g. PROOF OF NON-PROFIT STATUS. Non-profit status must be demonstrated through designation by the Internal Revenue Service as a Section 501(c)(3) non-profit organization. For further information, please visit: http://www.irs.gov/charities/charitable/index.html.

C. Submission Dates and Times

The deadline for submission of completed application packages is March 31, 2006. Applications must be date stamped by courier service or postmarked by U.S. Postal Service by 11:59 pm. All required items under Section IV.B ((1) the "Application Forms and Information;" (2) the "Workplan;" and (3) "Other Information.") must be submitted in a single package on/or before this date to be reviewed and scored. Electronic applications may be submitted through www.grants.gov (see Section IV. I). E-mailed applications will not be accepted. Late applications will not be reviewed and scored. Paper applications will be accepted via:

Courier/Delivered Address	U.S. Postal Service Address
Linda K. Smith U.S. EPA/Office of Environmental Justice 1200 Pennsylvania Avenue NW, Room 2232 Washington, DC 20004 Phone: 202-564-2602 E-Mail: smith.linda@epa.gov	Linda K. Smith U.S. EPA/Office of Environmental Justice Mail Code 2201A Washington, DC 20460 Phone: 202-564-2602 E-Mail: smith.linda@epa.gov

D. Intergovernmental Review

All applications submitted are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." Applicants should contact their State's Single Point of Contact (SPOC) to find out how to comply with the State's process. The names and addresses of the SPOC's are

listed in the Office of Management Budget's home page:
http://www.whitehouse.gov/omb/grants/spoc.html.

E. Funding Restrictions

EPA cooperative agreement funds can only be used for the purposes set forth in the cooperative agreement and must be consistent with the statutory authorities for the award. The recipient cannot use these funds for the following activities under this cooperative agreement program:

- Litigation against the federal government or any other government entity;
- Construction;
- Lobbying;
- Matching funds for other federal grants;
- Travel for federal employees;
- Survey development or survey taking (soliciting identical information from 10 or more persons); or
- Human health studies (taking blood or other information from humans).

Budgets that contain any of these restricted costs will receive a "zero" under the Ranking Criterion, "Budget Detail."

F. Other Submission Requirements

The Workplan is not to exceed 15 typewritten pages. If the application exceeds 15 pages, only the first 15 pages of the Workplan will be reviewed and scored. The pages of the Workplan should be letter size (8 ½ X 11 inches), with normal type size (10 or 12 characters per inch), and at least 1" margins. There will be no penalty for using a different page size or font type, but it is **strongly discouraged**. Do not use spiral binding, separation tabs, or plastic covers. You may bind your paperwork with a staple*. **Do not send videos or DVDs.***

G. Consequences of Not Following Submission Requirements

Applications will **NOT** be reviewed and scored if the application:

- is submitted after March 31, 2006, the RFA closing date; or
- does not meet the Threshold Evaluation Criteria (See Section III. B and V. A. 1).

Applications will receive a score of "zero" under the following Ranking Criteria:

- "Detailed Budget" if the budget contains any restricted costs listed in Section IV. E "Funding Restrictions";
- "Activity Timeline" if the "Activity Timeline" does not account for all three years of the project period; or
- "Qualifications of Principal Investigator/Project Manager" if the application only contains resumes without including a separate narrative on PI/PM qualifications.

H. Treatment of Late Applications

Applications that are not post-marked by the US Postal Service or date-stamped by courier service by 11:59 pm March 31, 2006, will not be considered for award. For applications submitted through www.grants.gov, applications that are not submitted by 11:59 pm March 31, 2006, will not be considered for award.

I. Electronic Submission Procedures

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to http://www.grants.gov and click on "Get Started," and then click on "For AORs"(Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to http://www.grants.gov and click on the "Apply for Grants" tab at the top of the page. Then click on "Apply Step 1: Download a Grant Application Package and Application Instructions" to download the PureEdge viewer and obtain the application package for the announcement (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer click on the "PureEdge Viewer" link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OECA-OEJ-06-02, or the CFDA number 66.306, that applies to the announcement, in the appropriate field. You may also be able to access the application package by clicking on the button "How To Apply" at the top right of the synopsis page for this announcement on http://www.grants.gov (to find the synopsis page go to http://www.grants.gov and click on the "Find Grant Opportunities" button on the top of the page and then to go EPA opportunities).

Application Submission Deadline: Your organization's AOR must submit your complete application electronically to EPA through Grants.gov (http://www.grants.gov) no later than 11:59 pm March 31, 2006.

Please submit *all* of the proposal/application materials described below. To view the full funding announcement, go to http://www.epa.gov/compliance/environmentaljustice/index.html or go to http://www.grants.gov and click on "Find Grant Opportunities" at the top of the page and then click on "Browse by Agency" and select Environmental Protection Agency.

Proposal/Application Materials

The following forms and documents are required to be submitted under this announcement:

1. Application Forms and Information (SF-424 Application for Federal Assistance, SF-424A Budget Information for Non-Construction Programs, and Key Contacts List)
2. Workplan
3. Other Information (Activity Timeline, Qualifications of the Principal Investigator or Project Manager, Quality Assurance Project Plan Information, Detailed Budget, Resumes of PI/PM and Other Key Personnel, Memoranda of Agreement, and Proof of Non-profit Status)

The proposal/application package *must* include all of the following materials:

1. Application Forms and Information

a. Standard Form (SF) 424, Application for Federal Assistance
Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

b. Standard Form SF 424A – Budget Information
Complete the form. There are no attachments.
The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

c. Key Contacts List
Complete the form. There are no attachments.

Documents under Section I above should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

For these documents, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

2. Workplan

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

You must follow all the instructions under Section IV. B. 2, "Workplan," of this proposal. If you do not carefully follow the instructions or if you fail to address any required element in the Workplan, it may impact your ability to secure an award under this Program.

For your Workplan, you will need to attach an electronic file. Prepare your narrative proposal as described above in Section IV. B. 2 and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the space beside "Mandatory Project Narrative File Filename;" the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission."

3. Other Information

a. Activity Timeline

Provide a timeline in table format for your implementation targets. This section should simply summarize the key activities you plan to conduct throughout the three-year project period. This document must be in readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document "Activity Timeline," and submit it under "Other Attachments Form."

b. Qualifications of the Principal Investigator or Project Manager

You must include a separate narrative (not to exceed one page) that describes why the PI/PM is qualified to undertake the project. Describe: (1) how the PI/PM has ties to the community; and (2) past activities that the PI/PM has worked on with the community. This document must be in readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document "Qualifications," and submit it under "Other Attachments Form."

c. Quality Assurance Project Plan Information

Indicate, in one page or less, whether you believe that your project will involve the use of existing environmental data or the collection of new data. In either case, you will be required to create a Quality Assurance Project Plan. Please refer to Appendix E of this RFA to assist you in determining whether or not you need a QAPP. This document must be in readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document "QAPP," and submit it under "Other Attachments Form."

d. Detailed Budget

You must include a detailed budget breakdown that shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs. All costs must be itemized (see Appendix C of this RFA). Your budget should be broken down for each year of your project. Your budget will be evaluated on the reasonableness of the costs and how the budget relates to the activities in your Workplan. Funds cannot be used for litigation against the federal government or any other government entity, construction, lobbying, matching funds for other federal grants, travel for federal employees, survey development, survey taking or for human health surveys. If your project will involve environmental data collection or use of secondary data the costs of developing a Quality Assurance Project Plan must be included in your budget. This document must be in readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document "Detailed Budget," and submit it under "Other Attachments Form."

e. Resumes of the Principal Investigator or Project Manager (PI/PM) and Other Key Personnel

You must attach a resume of the PI/PM and any other key personnel named on the 'Key Contacts List.' Consolidate all resumes into one document, label this document "Resumes," and submit it under "Other Attachments Form."

f. Memoranda of Agreement (MOA).

This document is an agreement between the applicant and **each** organization partnering with the applicant to conduct the project. The purpose is to explain the roles and responsibilities of the signors. For your application to be reviewed and scored, you must have at least three signed MOAs in your application, and **they must be from different stakeholder groups**. For example, if you submit three, signed MOAs, but the partner organizations are all local government entities, you will not meet the Threshold Eligibility Criteria. Threshold Reviewers will determine whether the application contains at least three signed MOAs from three different stakeholder groups. At a minimum, each MOA should include the following:

- **i.** Names of the parties executing the MOA;
- **ii.** Roles and responsibilities of each signor;
- **iii.** Location of the project (*e.g.,* urban, rural, river valley);
- **iv.** Target audience (*e.g.*, ethnic focus, low-income);
- **v.** Purpose of the agreement;
- **vi.** Duration of the agreement; and
- **vii.** Signatures of the parties to the agreement (applicant and one partner per MOA).

Consolidate all MOAs into one document, label this document "MOA," and submit it under "Other Attachments Form."

g. Proof of Non-profit Status

Non-profit status must be demonstrated through designation by the Internal Revenue Service as a Section 501(c)(3) non-profit organization. Scan your proof of non-profit status, label this document, "Nonprofit," and submit it under "Other Attachments Form."

Once you have finished filling out all of the forms/attachments and they appear in one of the "Completed Documents for Submission" boxes, click the "Save" button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: "Applicant Name – FY06 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to "Applicant Name – FY06 Assoc Prog Supp – 2nd Submission."

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov or contact Ayako Sato at 202-564-5936 or email at sato.ayako@epa.gov.

Application packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* support@grant.gov) within 30 days of the application deadline, please contact **Ayako Sato.** Failure to do so may result in your application not being reviewed.

J. Programmatic Capability Ranking Criteria

Applicants will be required to submit information relating to the programmatic capability criteria to be evaluated under the ranking factor in Section V. A. 2 "Organizational Capacity and Programmatic Capability." In evaluating an applicant for programmatic capability purposes under the relevant ranking factor, OEJ will consider information provided by the applicant and may consider information from other sources including Agency files.

K. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

L. Pre-application Assistance

Applicants are invited to participate in conference calls with OEJ and the Regions to address questions about both the EJSG Program and the EJ CPS Program. The following are the conference call dates and times. Please call 1-800-962-6215 to register for your preferred call date. When you register, you will receive instructions on how to join the call. It is a toll-free number.

Call Order	Date	Time (Eastern)
Call #1	February 14, 2006	1:30 p.m. – 3:30 p.m.
Call #2	February 21, 2006	1:30 p.m. – 3:30 p.m.
Call#3	February 28, 2006	1:30 p.m. – 3:30 p.m.
Call #4	March 7, 2006	1:30 p.m. – 3:30 p.m.
Call #5	March 14, 2006	1:30 p.m. – 3:30 p.m.
Call #6	March 21, 2006	1:30 p.m. – 3:30 p.m.

SECTION V – APPLICATION REVIEW INFORMATION

A. Criteria

1. Threshold Evaluation Criteria. The Threshold Reviewers will review each of these six conditions to determine if your project meets the Threshold Eligibility Criteria. Applicants must satisfy all the conditions below to be reviewed and scored:

a. Project Purpose Statement: The project's focus cannot be education and/or training. You must clearly state the project's purpose under "Project Title and Project Purpose Statement" in Section IV. B. 2. a. If the Threshold Reviewers determine that the project's primary purpose is education and/or training, the application will not be reviewed or scored.

b. Partnerships: You must have established, existing partnerships demonstrated through submission of three or more signed Memoranda of Agreement from three different stakeholder groups. If you do not have three MOA from three different groups your application will not be reviewed or scored.

c. Applicant Eligibility: You must be an affected local community-based organization as defined in Section III. A. You must demonstrate that you are an eligible applicant under "Applicant Information" in Section IV. B. 2. c. If the Threshold Reviewers determine that your organization does not qualify as an affected local community-based organization as defined in Section III. A, your application will not be reviewed or scored.

d. All Required Items are Included: You must include all required items under Section IV. B, which includes all items under: (1) Application Forms and Information; (2) Workplan; and (3) Other Information.

e. Qualified Environmental Statutes: You must have listed two or more qualified environmental statutes under Section IV. B. 2. g. See Section I. D for more information on the requirements for environmental statutes. If you do not identify at least two statutes as listed, your application will not be reviewed or scored.

f. Collaborative Problem-Solving Model Elements: You must address how you plan to utilize **ALL of the seven elements** of the Model under Section IV. B. 2. h of the Workplan.

2. **Ranking Criteria.** Applications meeting the Threshold Evaluation Criteria will be reviewed and scored by the Review Panel. The corresponding points next to each criterion are the weights EPA will use to score the applications. Points will range depending on how well the applicant meets the given criterion. Each proposal will be rated under a points system, with a total of 100 points possible. Please note that certain sections are given greater weight than others. The application will be scored on the following Ranking Criteria:

Criterion	Maximum Points per Criterion
<u>Project Title and Project Purpose Statement.</u> You will be evaluated on your ability to clearly articulate the project's intended outcome and the problem-solving strategy you will employ to address the identified local environmental and/or public health issue.	**5 points total**
<u>Past Performance in Reporting on Outputs and Outcomes.</u> You will be evaluated on how well you have documented and/or reported on progress towards achieving the expected outputs and outcomes under prior and/or current assistance agreements, and if you did not make such progress towards achieving the expected outputs and outcomes, whether the documentation and/or reports satisfactorily explain why not. In evaluating applicants under this factor, the Agency will consider the information supplied by the applicant in the proposal, and may also consider relevant information from other sources including Agency files and prior/current grantors. Applicants who have no relevant or available past performance reporting will receive a neutral score for this factor. A neutral score in this case is 2 points.	**5 points total**
<u>Applicant Information.</u> You will be evaluated on your ability to demonstrate how your organization is qualified to undertake this project and how it meets the definition of local affected community-based organization. This will be determined through your description of: (1) your organization, its mission, and related experience; and (2) how your organization is an affected local community-based organization.	**5 points total**
<u>Organizational Capacity and Programmatic Capability.</u> You will be evaluated on your ability to demonstrate how your organization has the organizational capacity and programmatic capability to undertake this project. In evaluating your organization for programmatic capability purposes under this criterion, OEJ will consider information provided by you and may consider information from other sources, including Agency files. Applicants who have no relevant or available past performance reporting will receive a neutral score for this factor. A neutral score in this case is 2 points.	**5 points total**
<u>Community and Environmental and/or Public Health Information.</u> You will be evaluated on your ability to clearly describe the local environmental and/or public health issue you propose to address and the community that is impacted. The Reviewers will give more consideration to a write-up that is focused and succinct and one that does not address too many issues. This will be determined through your description of the following areas: **Group One – 5 points for (1) – (2)** (1) the local environmental and/or public health issue that you seek to address; (2) the local environmental and/or public health results your project seeks to achieve; **Group Two – 15 points for (3) – (5)** (3) the community that your organization resides and serves in; (4) the extent to which this local environmental and/or public health issue impacts economically disadvantaged and **underserved** communities, and/or vulnerable communities and populations (*e.g.,* pregnant women, elderly, and children); and (5) how the impacted community will benefit from your project's intended local environmental and/or public health results. You must include relevant information, such as demographics, geographic location, maps, community history, and community assets (e.g. strong networks of churches and their ability to communicate effectively with large sections of the community; effective neighborhood associations; civil and community leaders; long-term stability of the community, etc.).	**20 points total**

<u>Project Performance Measures.</u> You will be evaluated on your ability to formulate clearly thought-out performance measures and how effective these performance measures will be in tracking the local environmental and/or public health results using output and outcome measures. This will be determined through your: (1) strategy for refining or substantiating baseline data from which you will measure your Project Performance Measures; and (2) process for developing Project Performance Measures.	**10 points total** 5 points for item (1) 5 points for item (2)
<u>Project Description.</u> Reviewers will consider how thoroughly and clearly you address each section and will consider how realistic your project description is in addressing the identified local environmental and/or public health issue. The Reviewers will give more consideration to a write-up that is focused and succinct and one that does not address too many issues. You will be evaluated on the clarity of your write-up in addressing the following areas: **Group One – 10 points for items (1) – (3)** (1) Issue Identification, Visioning, and Strategic Goal-Setting; (2) Community Capacity-Building and Leadership Development; (3) Development of Multi-Stakeholder Partnerships and Leveraging of Resources; **Group Two – 10 points for items (4) – (5)** (4) Consensus Building and Dispute Resolution; (5) Development of Multi-Stakeholder Partnerships and Leveraging of Resources; **Group Three – 10 points for items (6) – (7)** (6) Sound Management and Implementation; and (7) Evaluation.	**30 points total**
<u>Detailed Budget.</u> You will be evaluated on the reasonableness of the costs and how the budget relates to the activities under the project. You will receive a score of "zero" for this criterion if you include costs that are restricted under Section IV. E "Funding Restrictions." Points will be deducted if you do not include costs for developing a QAPP, if one is needed.	**5 points total**
<u>Activity Timeline.</u> You will be evaluated on your ability to identify specific implementation target dates for all of the proposed activities in your project. Because this is a three-year project, you will receive a score of "zero" for this criterion if you submit an "Activity Timeline" that does not account for all three years of the project period.	**5 points total**
<u>Qualifications of Principal Investigator/Project Manager.</u> You will be evaluated on your ability to clearly explain why the PI/PM selected to undertake the project is qualified to do so. This will be determined through your description of: (1) how the PI/PM has ties to the community and (2) past activities that the PI/PM has worked on with the community. You will receive a score of "zero" for this criterion f you submit only resumes without including a separate narrative on the PI/PM qualifications.	**10 points total** 5 points for item (1) 5 points for item (2)
Total Maximum Points Available	**100**

B. Review and Selection Process

All applications will be reviewed and scored under a two-step process.

1. Threshold Screening Process - All applications will be screened in Headquarters (HQ) by the Threshold Reviewers to ensure that the application meets the six conditions of Threshold Eligibility Criteria (see Section III. B and V. A. 1).

2. Panel Review Process - All applications that are eligible for review and scoring will be distributed to the EPA Region with responsibility for the state in which the project is located. To see which states are covered under each of EPA's ten Regional Offices, visit: http://www.epa.gov/epahome/locate2.htm. Each Region will designate three regional reviewers to review the applications. OEJ will designate three HQ reviewers to sit on all ten panels, evaluating the applications for all of the Regions. Therefore, a panel of six reviewers will review, score, and rank the applications for each Region. The rank list from each Region will be sent to the OEJ Selection Official for final selection. At least one application from each Region will be selected for award. OEJ reserves the right to reject all applications and make no awards under this announcement.

C. Anticipated Announcements and Award Dates

Below is a tentative schedule of important dates for the EJCPS Program:

Date	Activity
February 1, 2006	FY 2006 EJCPS Program is announced and published.
February 1 – March 30, 2006	Eligible applicants develop, complete and submit their applications.
February 1 – March 31, 2006	Pre-application assistance in the form of joint OEJ/Regional conference calls will be made.
March 31, 2006	Applications must be date stamped by courier service or postmarked by U.S. Postal Service by 11:59pm. Electronic Submissions through Grants.gov must be done by 11:59pm.
March 31 – April 7, 2006	HQ Threshold Reviewers will review all applications received on/or before the closing date for Threshold Eligibility Criteria.
April 7 – April 14, 2006	Letters to ineligible applicants will be sent, explaining the reason(s) for ineligibility.
April 14 – April 30, 2006	Ineligible applicants must request a debriefing of reason(s) for eligibility by Midnight, May 12, 2006.
April 30 – May 31, 2006	EPA reviews, scores, and ranks all eligible applications.
June 5, 2006	The OEJ Selection Official will make final selections for award. All applicants will be notified of the results of the selection by mail.
August 31, 2006	The OEJ Director will release the national announcement of the 2006 recipients.

SECTION VI – AWARD ADMINISTRATION INFORMATION

A. Award Notices

After all applications are received, acknowledgments will be mailed to applicants. Once applications have been recommended for funding, the EPA will notify the finalists and request any additional information necessary to complete the award process. The finalists will be required to complete additional government application forms prior to receiving a cooperative agreement, such as the EPA Form SF-424B (Assurances - Non-Construction Programs) and EPA Form 5700-49, the Certification Regarding Debarment, Suspension, and Other Responsibility Matters. The federal government requires all grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements.

B. Administrative and National Policy Requirements

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: http://www.epa.gov/ogd/grants/regulations.htm.

C. Reporting

1. Quality Assurance Project Plans (QAPP) – Quality assurance is sometimes applicable to assistance projects (see 40 CFR 30.54 and 40 CFR 31.45). Quality assurance requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources, such as databases or literature. Once the award is made, if a Quality Assurance Project Plan is required for the project, the applicant will have to draft a QAPP prior to beginning work on the project. To determine whether or not your proposed project will require a QAPP, see Appendix E. You must reserve time and financial resources in the beginning of your project in order to prepare your QAPP and include the cost for developing your QAPP in your Detailed Budget. Selected applicants cannot begin data collection until OEJ approves the QAPP.

2. Quarterly Reports - The Project Manager/Principal Investigator will be required to submit quarterly reports to update the OEJ Project Officer and/or Technical Advisor on the project's progress.

3. Monthly Conference Calls – The Project Manager/Principal Investigator will confer on a monthly basis with the OEJ Project Officer and/or Technical Advisor identified as the technical contact.

4. Final Report Requirement – The Project Manager/Principal Investigator must submit a Final Technical Report for EPA approval within ninety (90) days of the end of the project period. A draft of this report should be submitted within 60 days of the end of the project period. A Financial Status Report is also required and will be described in the award agreement document. The EPA will collect, review, and disseminate those final reports that can serve as models for future projects.

D. Dispute Resolution

The applicant of an application deemed ineligible because it did not meet the conditions required under the Threshold Eligibility Criteria (see Section III. B and Section V. A. 1) will be notified no later than 15 calendar days from March 31, 2006, of the reason for the application's ineligibility. The applicant will have **15 calendar** days from the date of the notification to request a debriefing on the decision. Responses can be via e-mail, postal, or courier but must be dated with the **15 calendar** day period for dispute resolution.

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at:
http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm

E. Non-profit Award Administrative Capability

All nonprofit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

SECTION VII – AGENCY CONTACTS

For further information about this **program** contact: Linda K. Smith (Mail Code 2201A), U.S. Environmental Protection Agency/Office of Environmental Justice, 1200 Pennsylvania Ave., Washington, DC 20460. Phone (202) 564-2602; Fax (202) 202-501-1162; or e-mail smith.linda@epa.gov.

Please see below table for delivery address for applications:

Courier/Delivered Address	U.S. Postal Service Address
Linda K. Smith U.S. EPA/Office of Environmental Justice 1200 Pennsylvania Avenue NW, Room 2232 Washington, DC 20004 Phone: 202-564-2602 E-Mail: smith.linda@epa.gov	Linda K. Smith U.S. EPA/Office of Environmental Justice Mail Code 2201A Washington, DC 20460 Phone: 202-564-2602 E-Mail: smith.linda@epa.gov

For further information about **application materials**, **electronic submission procedures**, or **dispute resolution**, contact: Ayako Sato (Mail Code 2201A), U.S. Environmental Protection Agency/Office of Environmental Justice, 1200 Pennsylvania Ave., Washington, DC 20460. Phone (202) 564-5396; Fax (202)501-0740; or e-mail sato.ayako@epa.gov.

SECTION VIII – OTHER INFORMATION

See Appendices

Appendix A
Logic Model Template

Logic Model Template (optional)

LOGIC MODEL TEMPLATE

PROJECT TITLE: ____

BASELINE STRATEGY:

Resources/Inputs	Activities	Outputs	Short term Outcome	Intermediate Outcome	Long Term Outcome

External Influences

Appendix B
Project Performance Measures – Hypothetical Project

PROJECT TITLE: Increasing Awareness of Beach Closures to Decrease Toxic and Water-borne Pathogen Exposure

BASELINE STRATEGY: We plan to collect baseline data by partnering with the local university. They have already begun collecting data on the number of hospital visits made by residents due to eating contaminated shellfish. We also plan to research the number of beach closure announcements made at the city, county, and state level. Our goal is to develop uniform beach closure policies on all levels of government and ensure their consistent application. This baseline information will help us to see how the announcement procedures are improved through this project because the number of inconsistent closure announcements should decrease over time as more coordination at the city, county, and state level is achieved.

Resources/Inputs	Activities	Outputs	Short term Outcome	Intermediate Outcome	Long Term Outcome
▪ Staff time ▪ In-kind contributions ▪ Additional grants ▪ Volunteers ▪ Partnering Organizations	▪ Partner meetings to develop beach closure guidance ▪ Shellfish harvesting with residents	**Empowered Communities** Results from the sample collection used to create training materials and brochures **Stakeholder Consensus** Number of agreed upon strategies for implementing the beach closure guidance **Environmental Results** Beach closure guidance developed through inter-governmental partnerships **Sustainability** Number of identified potential funding sources and agreed upon strategies to secure additional funding to continue the project	**Empowered Communities** Increase in # of organizations disseminating information based on uniform beach closure policies of government agencies Increase in # of residents aware of the public health issues associated with subsistence shellfish harvesting	**Stakeholder Consensus** Increased participation by government, public health officials, and other stakeholders to address contaminated shellfish harvesting **Environmental Results** Decrease in # of residents who harvest shellfish on beach closure days	**Environmental Results** Lower incidence of toxic and water-borne pathogen exposure **Sustainability** Improvement in organizational capacity to draw in stakeholders, additional resources, and additional partners to continue work on this project

EXTERNAL INFLUENCES

Low-participation from residents, limited funding, receptive government involvement, positive press coverage about project

Appendix C
Budget Detail

Budget Detail Template (Optional)

	Year 1	Year 2	Year 3	Total
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Construction				
Other				
			Indirect Costs	
				$100,000

DETAILED BUDGET

	Year 1	Year 2	Year 3	Total
Personnel	▪ Project Manager @ $30,000 annual salary X 10% of time on project = $3,000 per year ▪ Outreach worker @ $25,000 annual salary X 20% of time on project = $5,000 ▪ Community support leader @ $20,000 annual salary X 25% = $5,000	▪ Project Manager @ $30,000 annual salary X 25% of time on project = $7,500 per year ▪ Outreach worker @ $25,000 annual salary X 10% of time on project = $2,500 ▪ Community support leader @ $20,000 annual salary X 10% = $2,000	▪ Project Manager @ $30,000 annual salary X 25% of time on project = $7,500 per year ▪ Outreach worker @ $25,000 annual salary X 15% of time on project = $3,750 ▪ Community support leader @ $20,000 annual salary X 10% = $2,000	$38,250
Fringe Benefits	▪ Project Manager 15% of salary (includes medical, dental, life insurance) = $450 per year ▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = $500 ▪ Community support leader 10% of salary (includes medical, dental, life insurance) = $500	▪ Project Manager 15% of salary (includes medical, dental, life insurance) = $1,125 per year ▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = $250 ▪ Community support leader 10% of salary (includes medical, dental, life insurance) = $200	▪ Project Manager 15% of salary (includes medical, dental, life insurance) = $1,125 per year ▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = $375 ▪ Community support leader 10% of salary (includes medical, dental, life insurance) = $200	$4,725
Travel	▪ Local mileage for Project Manager for partner meetings: 25 miles @ $0.30/mi. X 9 meetings = $67.50 ▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ $0.30/mi. X 15 times X 12 months = $540 ▪ Travel to regional seminar: Per diem - $30 per day X 2 days = $60; Airfare = $400	▪ Local mileage for Project Manager for partner meetings: 25 miles @ $0.30/mi. X 15 meetings = $112.50 ▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ $0.30/mi. X 15 times X 12 months = $540	▪ Local mileage for Project Manager for partner meetings: 25 miles @ $0.30/mi. X 15 meetings = $112.50 ▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ $0.30/mi. X 15 times X 12 months = $540	$2,373
Equipment	▪ DesignJet 4200 256MB 42in large format scanner for mapping = $10,000	▪ None	▪ None	$10,000
Supplies	▪ 20 reams of copy paper @ $4.00 for outreach materials = $80 ▪ Laptop computer for Outreach worker to work off-site on community $1,000 ▪ Miscellaneous supplies for staff on this project = $500	▪ Miscellaneous supplies for staff on this project = $500	▪ 40 reams of copy paper @ $4.00 for final work product and copies = $1,600 ▪ Miscellaneous supplies for staff on this project = $500	$4,180
Contractual	▪ Consultant for Quality Assurance Project Plan = $3,000 ▪ Bookkeeper/Accountant $10/hr @ 3 hrs/week @ 52 weeks = $1,560	▪ Bookkeeper/Accountant $10/hr @ 3 hrs/week @ 52 weeks = $1,560	▪ Bookkeeper/Accountant $10/hr @ 3 hrs/week @ 52 weeks = $1,560	$7,680
Construction	▪ None	▪ None	▪ None	$0
Other	▪ Sub-grant to Partner 1 = $4,000 ▪ Sub-grant to Partner 2 = $3,750 ▪ Telephone $30/month X 12 = $360 ▪ Postage $900 for outreach materials	▪ Sub-grant to Partner 1 = $4,000 ▪ Sub-grant to Partner 2 = $3,750 ▪ Telephone $30/month X 12 = $360 ▪ General postage = $100	▪ Sub-grant to Partner 1 = $4,000 ▪ Sub-grant to Partner 2 = $3,750 ▪ Telephone $30/month X 12 = $360 ▪ Postage $1,200 final work product distribution	$ 26,530
			Indirect Costs	$6,262
				$100,000

Appendix D
Activity Timeline

Activity Timeline Template (optional)

Project Title: ____

Activity	Year 1 (target date)	Year 2 (target date)	Year 3 (target date)

Activity Timeline Example – Hypothetical Project

Project Title: Increasing Awareness of Beach Closures to Decrease Toxic and Water-borne Pathogen Exposure

Activity	Year 1 (target date)	Year 2 (target date)	Year 3 (target date)
Collect Baseline Data (Health Information)	▪ Establish partnership with university to obtain access of baseline data from university study (Feb/March 2006) ▪ Compile information generated from study into internal database to track performance measures (April – August 2006)		
Collect Baseline Data (Beach Closure)	▪ Collect beach closure procedures from city, county, and state level (March 2006) ▪ Collect information on the dates of beach closure announcements at the city, county, and state level to do analysis (March – August 2006)		
Beach Closure Guidance	▪ Work with current partners to identify potential partners in city, county, state government, public health offices, universities, etc. (By March 2006) ▪ Partner meetings on a quarterly basis to discuss how to formulate an inter-agency beach closure guidance. (Quarterly)	▪ Partner meetings on quarterly basis to begin drafting beach closure guidance (Quarterly) ▪ Draft Beach Closure Guidance Document (August 2007) ▪ Partner event to announce the status of the Beach Closure Guidance and to go over highlights of the guidance (November 2007)	▪ Partner meetings on quarterly basis to refine the document and develop strategies for disseminating information to public (Quarterly) ▪ Final Beach Closure Guidance (June 2008) ▪ LCBO meetings on monthly basis to strategize advertising the guidance to public (monthly)
Shellfish Harvesting with Residents	▪ Kick-off event to announce project to generate resident support (Feb. 2006) ▪ Advertise the project to gain resident participation (on-going throughout year) ▪ Conduct door-knocking to solicit participation ▪ Start training residents on proper harvesting techniques (June 2006)	▪ Coordinate groups for harvesting expeditions (January 2007) ▪ Five harvesting expeditions for 2007 ▪ Generate report and brochures on the findings from lab analysis of the harvested shellfish (September 2007) ▪ Plan dissemination strategy to get report out to residents (December 2007)	▪ Train residents on the contents of the report (on-going)
Final Report to EPA			▪ Do a reflection piece on the Beach Closure Guidance and Shellfish Harvesting activities as a starting point for final report (Feb. 2008) ▪ Consolidate information from both activities for final report (March – August 2008) ▪ Final meeting with partners to go over accomplishments over the course of project and gain consensus over contents of report

Appendix E
QAPP Pre-screen

Office of Environmental Justice
Quality Assurance Project Plan Requirement (QAPP)
Pre-screen for EJ Collaborative Problem-Solving Agreements

Check Yes or No for each of the items provided below as it applies to your specific project.

1. Your project will involve the collection of groundwater, soil, sediment, surface water, air, biota or fauna samples for chemical or biological analysis.

Yes No

2. Your project will use existing computer databases containing analytical data or personal information previously collected.

Yes No

3. Your project will use existing historical research pertaining to this project or proposal.

Yes No

4. Your project will implement deed searches for current property or site.

Yes No

5. Your project will conduct medical records search for population covered in grant.

Yes No

6. Your project will compile meteorological data to determine weather trends or air mixing trends.

Yes No

7. Your project will use existing statistical studies or will conduct these studies as part of the project.

Yes No

8. Your project will create a new database based on the information gathered.

Yes No

9. Your project will use this information for litigation purposes.

Yes No

10. Your project will use this information to make recommendations on environmental decisions.

Yes No

If you answered **Yes** to any of the items listed above, you **ARE REQUIRED TO SUBMIT** a Quality Assurance Project Plan in accordance with EPA Requirements. You will be contacted with information on how to prepare your QAPP. In the meantime you can visit the web site http://www.epa.gov/ogd/grants/assurance.htm which provides guidance on what must be submitted for grants/cooperative agreements.

Appendix F
Required Forms

APPLICATION FOR FEDERAL ASSISTANCE

		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application ☐ Construction ☐ Non-Construction	Pre-application ☐ Construction ☐ Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit: Department:	
Organizational DUNS:	Division:	
Address:	Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street:	Prefix:	First Name:
City:	Middle Name:	
County:	Last Name:	
State: Zip Code:	Suffix:	
Country:	Email:	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): ☐☐-☐☐☐☐☐☐☐	Phone Number (give area code)	Fax Number (give area code)

8. TYPE OF APPLICATION: ☐ New ☐ Continuation ☐ Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)	7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify) 9. NAME OF FEDERAL AGENCY:
10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: CFDA 66.306 ☐☐-☐☐☐ TITLE (Name of Program): Environmental Justice Small Grants Program	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc):	

13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date:	Ending Date:	a. Applicant	b. Project

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal	$	a. Yes ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant	$	
c. State	$	
d. Local	$	b. No ☐ PROGRAM IS NOT COVERED BY E. O. 12372 ☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other	$	
f. Program Income	$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
g. TOTAL	$	☐ Yes If "Yes" attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

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Standard Form 424 (Rev. 9-2003)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable)	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, MOAns and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

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OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	**GRANT PROGRAM, FUNCTION OR ACTIVITY**				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel					0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
7. Program Income	$	$	$	$	$ 0.00

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.				$ 0.00
9.				$ 0.00
10.				$ 0.00
11.				$ 0.00
12. Total (SUM OF LINES 8-11)				$ 0.00

SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	$ 0.00	$	$	$	$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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Standard Form 424A (Rev. 7-97) Page 2

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a single Federal grant program (Federal Domestic Assistance Catalog number) and not requiring a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 6. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contributions to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

Form Approved OMB No:2030-0020 Approval Expires 12/3/02

KEY CONTACTS FORM

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: ____
Title: ____
Complete Address: ____
____
Phone Number: ____

Payee: *Individual authorized to accept payments.*

Name: ____
Title: ____
Mail Address: ____
____
Phone Number: ____

Administrative Contact: *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: ____
Title: ____
Mailing Address: ____
____
Phone Number: ____
FAX Number: ____
E-Mail Address: ____

Principal Investigator: *Individual responsible for the technical completion of the proposed work.*

Name: ____
Title: ____
Mailing Address: ____
____
Phone Number: ____
FAX Number: ____
E-Mail Address: ____
Web URL: ____

EPA Form 5700-54 (Rev 4-02)

Appendix G
Substantial Involvement and the EJ CPS Program

Substantial Involvement and the EJ CPS Program

DIFFERENCE BETWEEN GRANTS AND COOPERATIVE AGREEMENTS

Grants are used when: 1) no substantial programmatic involvement is anticipated between the EPA and the recipient during performance of the financially assisted activities, thus allowing the recipient significant freedom of action in carrying out the assistance project; and 2) there is no expectation on the part of the EPA of a specified service or end product for use by the EPA.

Cooperative Agreements are used when: 1) the applicant is responding to a specific EPA announcement for cooperative agreements and must tailor the proposal to the announcement's requirements; and 2) substantial programmatic involvement is anticipated between the EPA and the recipient during the performance activities.

TYPE OF ASSISTANCE AGREEMENT FUNDED THROUGH THE EJCPS PROGRAM

The EJ CPS selected projects will be funded as cooperative agreements. Therefore, you should anticipate substantial involvement by OEJ. If you are selected for award, you should be prepared to do the following:

1. Participate in monthly conference calls with the OEJ Technical Advisor and Regional Technical Advisor;
2. Submit any publication or document produced through the project for review and comment by the OEJ Technical Advisor;
3. Submit your organization's administrative/financial/personnel policies and procedures to the OEJ Project Officer for review and feedback;
4. Submit quarterly progress reports; and
5. Work with the OEJ Technical Advisor on the progress and development of your project.

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